

SAFETY FOCUS

LET'S GET YOU TAKEN CARE OF[®]

FEBRUARY 2022

DISTRIBUTION CENTERS

This year, we will be working with you to encourage safety participation from everyone at your location.

ACTION ITEMS

- 1 Complete the DTU training
- 2 Review and share the safety topic with your people
- 3 Leave feedback



OSHA
Form 300A
Posting Reminder

INSTRUCTIONS

- 1 Print out this Focus, review the information, and **complete the action items**.
- 2 Each section has action items to help you and your team complete this Safety Focus. **Review each section carefully.**
- 3 The Safety Leader will need to **complete the DTU training module** for the month. You will be required to complete a course test following the training module.
- 4 Once all the action items are completed, **have a group discussion** about your findings and answer your feedback questions as a team.

FEEDBACK ON THIS MONTH'S TOPIC

All feedback must be submitted through the Safety Feedback Portal.

Safety Leader: You will find the feedback questions at the end of this Safety Focus.

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YOUR OSHA 300A FORM

Seniors, your OSHA 300A form was sent to your DC warehouse email on **February 1st**. **This is the first round of OSHA 300A forms that were sent out. A second email will be sent out on February 10th.**

The email was sent from **rk.smtp01@riskconnect.com** with the subject line below.

COMMERCIAL: DO NOT DELETE: Your OSHA 300A Form. Print and Post.

Our Ask Of You Is That You:

- Print your location's OSHA 300A form
- Share the information with your team
- Post the 2021 OSHA 300A form in a place where it is visible to all employees (high traffic area)



Call to action: Share this information with your people and post your OSHA 300A form at your location.

Can't Find Your OSHA 300A Form?

- Check your junk mail
- Look for the subject line (shown above) in your inbox

If after the second email has been sent on **February 10th** and you still have not yet received, or somehow deleted your OSHA 300A form, **submit a request for another form** via the link provided below:

[OSHA 300A Request Form](#)

Note: Requests will not be fulfilled until after the second email has been sent to stores/locations.

What is the OSHA 300A Form?

This form is for employers to record all reportable injuries and illnesses that occur in the workplace. This includes:

- Number of reported cases
- Days lost days or on restricted duty
- Types of injuries

BE IN THE KNOW

Review the Regulatory Agency Visit Guidelines and the Regulatory Agency Visit Worksheet.

If you should get inspected, fill out this form while you conduct your walkthrough with inspector visiting your location.

You will find both of those files in the Safety Tools Library on the Safety Page.

Safety Tools Library

Forms and Manuals

Manuals

Regulatory Agency Visit Worksheet

Store Inspection.pdf

Regulatory Agency Visit Guidelines

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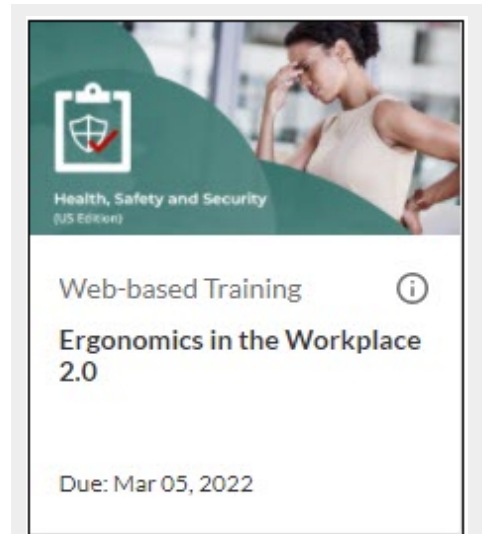
ERGONOMICS IN THE WORKPLACE DTU EXTENDED LEARNING

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an ergonomics program and provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs.

Call to action: Complete the Ergonomics in the Workplace training module and share what you learned with your people.

Contact dtu_learning@discounttire.com for troubleshooting.

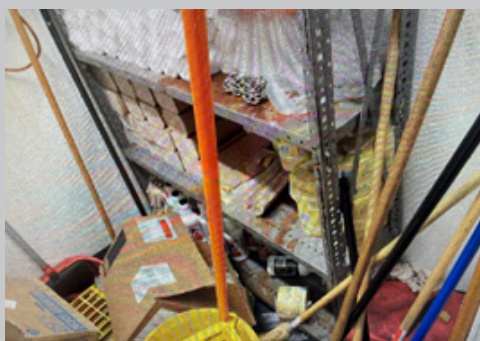
For **first time logging in to the Extended Learning Catalog**, follow the instructions by [clicking here](#)



OSHA COMPLIANCE

One of the area that OSHA inspectors look at when visiting stores is the storage closet. The closet should be clean and organized.

See OSHA standard



29 CFR 1910.22(a)(1): The employer did not ensure that all places of employment, passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition.

FEEDBACK ON THIS MONTH'S TOPIC

1. Tell us about the conversations you had with your team once you've gone over the OSHA 300A form with them?

Call to action: Plan out a daily checklist routine and share with your people. Tidy up as you go!